

### **Application to Pay Filing Fee in Installments** **Effective December 1, 2005**

A voluntary petition by an individual shall be accepted for filing if accompanied by the debtor's signed application, (Official Form 3) stating that the debtor is unable to pay the filing fee except in installments, and that until the filing fee is paid in full, the debtor will not make any additional payment or transfer any additional property to an attorney or any other person for services in connection with the case.

The application shall state the debtor shall pay the filing fee according to the following terms:

- 1) the full filing fee shall be paid in four equal installment payments;  
    Chapter 7 - four equal installment payments of \$68.50  
    Chapter 13 - four equal installment payments of \$47.25
- 2) the first installment is to be paid within 30 days, and at least half of the filing fee must be paid within 60 days of the filing of the petition;
- 3) the final installment payment shall be payable not later than 120 days after filing the petition;

The application may be completed with a "/s/" in place of the debtor's signature and filed as a PDF.

The Declaration Regarding Electronic Filing must be filed and signed by the debtor.

Failure to:

- File an Application to Pay Filing Fee in Installments, in accordance with [General Order No. 05-05](#),
- File a Declaration Regarding Electronic Filing, or
- Pay the initial installment amount

will result in the case being referred to the assigned judge for resolution.

Subsequent installment payments must be mailed to the Clerk's Office or paid in person at the Intake Counter.